



Job Loss Analysis

ID No: 2000164 **Status:** Final

Original Date: 24 Aug 2010
Last Review Date: 30 Sep 2010

Organization:

SBU: Global Manufacturing

BU:

Work Type: Technical (Process Engineering)

Title (Work Activity): Making Changes to Laboratory Schedule

Site/Region: Pembroke Refinery

Personal Protective Equipment (PPE)	Selected	Comments
Safety Shoes		
Hard Hat		
Safety Glasses		
Fire Resistant Clothing		
Face Shields		
Hearing Protection		
Goggles		
Lifeline/Body Harness		
Air Purifying Respirator		
Supplied Air Respirator - SCBA		
Supplied Respirator		
Welding Hood		
Welding/Pipe Clothing		
Welding Mask/Goggles		
Personal Floatation Device		
Life Vest		
Long pants/trousers		
Long sleeve shirt		
Gloves		
Other		
Safety Cones/Barricades		
Tag-out/Lock-out Equipment		
Safety Vest		
Knee Pads		
Caution Tape		
Back Belt/Support		
Substantial leather footwear		
Winter Clothing		
Safety Footwear		
Proper PPE per your Refinery Guidelines		
Electrical Flash Suit		
Electrical Flash Hood		
Personal Gas Monitor		
High Voltage Gloves		
Lab Coat		
Long pants		

Reviewers

Reviewers Name	Position	Date Approved
Malcolm White	Process Engineer Manager	September 2010
Brian Manson	Lead Chemist	September 2010
Michelle Johansen	Global JLA Development Lead	December 2010

Development Team

Development Team Member Name	Primary Contact	Position
Elen Jones	Yes	Process Engineer
Brent Lang		Process Engineer

Job Steps

No	Job Steps	Potential Hazard	Critical Actions
1.	Locating the unit laboratory testing schedule ready for review.	1. Incorrect laboratory schedule located.	1. Ensure that the testing schedule being reviewed is the final version. If necessary check with the laboratory manager.

2.	Reviewing the unit testing schedule to add or remove tests.	<ol style="list-style-type: none"> 1. Addition of new tests which the laboratory does not have the equipment and or do not have the man hours available to carry out. As a result tests will not be done or there is a delay in the results which could impact process calculations and sales/ blending in the scheduling department. 2. Operations unable to take the additional samples due to time constraints and poor conditions of sample points. 3. Sample containers are not adequate (in terms of volume & in terms of being adequate for the testing) - resulting in operator having to duplicate sample. 4. Removal of tests which are: <ul style="list-style-type: none"> - Used by engineers on other units for their process calculations. - Used by the scheduling department for sales specification. 	<ol style="list-style-type: none"> 1. A) Working with the subject matter expert review the existing laboratory schedule and agree which tests if any should be dropped and what tests should be added. Assign priority to the test so that the laboratory testing staff have a time frame to work to. B) Review the revised laboratory schedule with the laboratory supervisor. Work with the laboratory to minimize those samples which consume man hours. Can an alternative be used? 2. Agree the new laboratory testing regime with the operation's advisor. Is there enough time on shift to take the samples. For new samples confirm that there are existing sample points and that they are working correctly.
2		<ul style="list-style-type: none"> - Recommended by the subject matter expert for completion of process calculations and process optimization. 	<ol style="list-style-type: none"> 3. A) Ensure that the laboratory can provide operations with adequate sampling equipment which will eliminate the need for duplicate samples being taken B) Liaise with the laboratory to ensure that containers are adequate for required analysis. 4. Email stakeholder e.g. schedulers, lead process engineers and operation's advisors the new testing schedule for review.

3	Documentation of the change and updating StarLims/ PMO/official lab schedule.	<ol style="list-style-type: none"> 1. Change in the laboratory testing schedule is not documented. Risks in the change of the laboratory schedule are not identified or considered. 2. StarLims is not updated resulting in operators not dropping certain samples, and not taking new samples. 3. PMO does not include new lab data. 4. Official testing schedule for the unit not updated. People carry on referencing the old testing schedule. 5. If an existing test method is being changed then PI will not update. 	<ol style="list-style-type: none"> 1. Ensure a management of change is completed to document the change. 2. Working with the owners of StarLims update the laboratory testing regime. 3. Ensure that the new tags are added to the PMO. 4. Work with the laboratory staff to update the official testing schedule for the unit. 5. Working with the control group build new laboratory tags in PI and add to PI.
4	Communicate change	<ol style="list-style-type: none"> 1. Affected persons are not aware of the change and continue working to the old testing schedule. 	<ol style="list-style-type: none"> 1. Once agreement has been gained for the implementation of the new testing schedule communicate to all affected personnel.